

# ***Request for Applications***

## **Improving Student Performance Through Nutrition Education**

### **Grant Opportunities**

#### **Frequently Asked Questions about the Grant**

##### **BUDGET:**

**If our agency proposes to provide more on-site training for our teachers and our child nutrition staff than what the RFA states the grant provides for (page 15), and the justification for this training is included in our proposal, can we receive these additional funds? If so, how do we identify this type of request in the budget proposal?**

*No, an agency cannot receive funds for additional training beyond that for which this grant provides. While additional training may be beneficial, the Three Day Orientation / Teacher Training will provide the necessary training for successfully conducting the On-Site Training Workshop.*

**Is our agency limited to requesting funds for only those operating expenses listed on the Budget Form? For example, will this grant pay for duplicating expenses and materials necessary for the training of our teachers and the child nutrition staff?**

*Yes, an agency is limited to requesting funds for only those operating expenses identified on the Budget Form. On page 16 of the RFA, it states that the \$200 allotted/teacher can be used for "training related to the project implementation." These funds may be used for duplicating costs associated with the On-Site Training Workshop.*

**If our agency plans to provide additional training and wants to hire someone to do this, can this grant fund that type of activity?**

*No. During the Three Day Orientation/Teacher Training, we will train the attendees to train the teachers at the On-Site Training Workshop.*

**Where are we to put funds for expenses incurred for teacher training on classroom cooking strategies?**

*On page 16 of the RFA, it states that the \$200 allotted/teacher can be used for "training related to the project implementation".*

**Will this grant allow a district to pay a teacher stipend for after-school training?**

*Yes, this grant provides one full day of substitute teacher time or release pay for each teacher identified on the District Data Summary form or it can be used to pay the teachers directly if they attend the training outside classroom time. This also applies for training for the child nutrition staff at participating sites.*

**Which figure do we use when calculating the amount of money available for the Coordinator? Do we use the total of all other categories plus the indirect cost rate? Or do we use the total of all other categories excluding the indirect cost rate?**

*An applicant may use the total figure of all categories including the indirect cost. The expenditure must be carefully detailed in the Budget Narrative Justification. The*

*Nutrition Services Division reserves the right to fund applications at a lesser amount than requested in the application if it is judged that the application can be implemented with less or if funding is not sufficient to fully fund all applicants that merit award.*

**Is an in-kind match required for this grant?**

*No. However, if in-kind support is being provided, identifying the level and source of additional support since it may help strengthen the proposal.*

**If a teacher is off-track or not working for other reasons, is it okay to pay him/her a stipend to participate in grant training activities?**

*Yes, the grant money can be used to pay for teachers to attend a workshop at other scheduled times including after-school, Saturday, or if the teacher is off-track.*

**How many people can our agency send to the Orientation/Training?**

*Up to three people may attend from each grantee agency. The two partners identified on the Grant Partner Data Form are required to attend. One additional person may also attend.*

**Can cooking cart funds be used to update/upgrade cooking carts already on site?**

*Yes. You should provide a brief explanation as to what is needed.*

**Do cooking carts have an expected life span? Should we figure on replacement?**

*Items do wear out and/or break so you can budget for replacement pieces.*

**Will grantees have the opportunity to augment their budgets if funds are available?**

*No, at this time we do not anticipate that grantees will be able to augment their budget.*

**Can funds be budgeted to allow for evaluation costs of the project?**

*Yes, funds can be budgeted for evaluation costs of the project within the budget limitations found on pages 16 and 17 of the RFA. The project coordinator can be responsible for project evaluation and teachers can be asked to participate in the project evaluation within project timeframe and goals.*

**I know that the funds allocated for a coordinator can not be used to supplant an existing full-time position. However, can these funds be used to provide a stipend to grant team lead partners who put in time above and beyond their full time position?**

*These funds could be used in this manner, but the budget narrative should clearly describe how these duties will be beyond the partners' normal duties and that this is consistent with district policy. In addition, explain why this way of handling the responsibilities of a coordinator would work better than any other option.*

**Can funds allocated to teachers (\$200/teacher) be used to provide a demonstration meal at a school community event? The meal would demonstrate the types of nutrition lessons/activities students learn in the classroom.**

*The funds can not be used to provide a demonstration meal but they could be used for a food demonstration teaching nutrition concepts.*

**In calculating the budget for category 4000, \$10.00 is allowed per student. Since during the grant period a teacher will teach two different groups of students, can the amount of \$10 be calculated for the total number of students she reaches?**

*If a teachers plans to implement nutrition education activities for the first and second school year of the grant, than the total number of students over the entire grant period can be included. This should be explained in the budget justification.*

**In calculating the budget for category 4000, is \$200 allowed per teacher a flat or yearly rate?**

*The \$200 per teacher is a flat rate not a yearly rate.*

### **PROJECT NARRATIVE:**

**Can an agency write a Regional Nutrition Education Specialist/Consultant (RNES/C) into their proposal to help out with their training?**

*No. The agency's training team should plan to do the training in the district. However, the RNES/C can assist with the training.*

**Does all of the training have to occur on one day?**

*No, as long as it is equivalent to one day. You could have after school training (two hours training offered four different times) or Saturday training and offer to pay the teachers and/or child nutrition staff a stipend directly since there would be no substitute pay required.*

**Do the two grade levels have to be at the same school site?**

*No. If this is the case, provide an explanation in the Project Narrative so the reader will clearly understand the rationale for the decision.*

**When do you anticipate that the scope and sequence for nutrition education will be available for applicant's use?**

*We anticipate a draft of a scope and sequence for nutrition education will be available in August or early September. In the meantime, you may use the Minimum Proficiency Levels for Nutrition Education: Preschool through Grade Twelve. This is included as Appendix H in the document **Nutrition Education in California Schools: Strategies to Make It Happen**. This document is included in the Resource Packet on information for the grant and was distributed at the RFA Informational Meetings. A copy may be obtained by contacting your Regional Nutrition Education Specialist/Consultant. The minimum proficiencies may also be found in Nutrition Education—Choose Well, Be Well, a series of nutrition education curriculum guides, prepared by the Nutrition Education and Training Program, California Department of Education.*

**Should the project narrative be single or double-spaced?**

*It can be either single or double-spaced. The key is to be succinct and to stay within the page limitations. Any narrative over the 15 typed pages will not be read.*

**The project outline asks how will the project align with the core curriculum standards. Do we need to describe specific activities or is it more of a general statement of how nutrition fits in with these other subjects? I'm not sure I can dictate what and how teachers will integrate nutrition into their other subject.**

*The narrative should contain general statements about how nutrition will be integrated into other subjects.*

## **AGENCY ELIGIBILITY:**

### **Can a district that received funds as a SHAPE California Model Nutrition Education grantee apply for these funds?**

*Yes, a district can apply if the nutrition education efforts are different than what they did as part of their Model Nutrition Education grant. If justified, it is appropriate to apply for and implement what you did at the model grant target site at another school that wasn't a target site.*

### **Can a district that received grants funds from the NET Program to implement garden-enhanced nutrition education, professional development, SHAPE California, or Choose Well, Be Well apply for these funds?**

*Yes. If your agency has received funds from the NET Program within the last four years, then clearly explain how this project differs from and/or builds on those activities previously funded by the NET Program. Preference will be given to proposals that focus on new efforts, schools, grade levels, and/or teachers.*

### **Are home schools eligible to apply for these grants?**

*No. The applicant must meet the eligibility criteria and must be a sponsor of the National School Lunch Program and/or Child Care Food Program. If the district in which the home school(s) reside wants to include these home schools in their application, they may do so. The Project Narrative should clearly state how these teachers will be involved and how the students will benefit.*

## **PERCENT STUDENTS ELIGIBLE FOR FREE AND REDUCED-PRICED MEALS**

### **On the District Data Summary Form, is the "percent students eligible for free and reduced-priced meals" by classroom or by school site?**

*It is by school site.*

### **Do I need to target my project's effort to low resource schools (30 percent or more of the students are eligible to receive free and reduced-price meals)?**

*Yes. These funds are targeted to low income students. Preference will be given to districts/agencies which have 30 percent or more of the enrolled students eligible for free and reduced-priced meals in the majority of target sites. Additional sites may be included in the proposal.*

### **Would an agency have a better chance of receiving the grant if they targeted all elementary sites or just those where 30 percent or more of the students are eligible to receive free and reduced-price meals?**

*Successful applicants will be rated on the quality of their proposal. As the RFA states, preference will be given to district which have 30 percent or more of the enrolled students eligible for free and reduced-price meals in the majority of sites.*

### **On the application information form, what number do you enter for percent of students who are eligible for free and reduced-price meals. Do you enter the district number or the average of the target sites.**

*On the Grant Application Cover Sheet, you should put the district information for the percent of students who are eligible to receive free and reduced-price meals.*

### **If we have five school sites, each with a different percentage of students eligible for free and reduced price meals (percentages by site: 36%, 30%, 32%, 12%, 15%),**

**do we average those percentages and use that number on the application cover sheet?**

*On the Grant Application Cover Sheet, enter the district information for the percent of students who are eligible to receive free and reduced-price meals.*

**If we have five school sites, each with a different percentage of students eligible for free and reduced-price meals (percentages by site: 36%, 30%, 32%, 12%, 15%), do we meet the additional criteria (page 19 of RFA)?**

*Yes, three sites out of five sites would constitute a "majority" of sites.*

## **COUNTY OFFICE OF EDUCATION**

**Can a county office of education apply for these funds for the programs they operate, such as Special Education and/or alternative education programs?**

*Yes, they can apply for this grant but they must be a sponsor in good standing of the National School Lunch Program and/or the Child Care Food Program.*

**How would the percentage of students eligible to receive free and reduced-price meals be calculated for a county office of education application?**

*There are two possible answers to this question:*

- 1. If the application is for county programs, they would average the percent of free and reduced-price meals for the specific target sites.*
- 2. If the county office is coordinating the application for several school districts, on the Grant Application Cover Sheet, they would not enter any information but instead make a note to refer to the Grant Application Cover Sheet for each individual district.*

**As a county office of education (COE) applying on behalf of several small districts and a court school, what forms need to be completed for each district/court school and what forms does our COE need to complete? Do I submit a budget form for each district/court school?**

*Each school district or court school that is part of the application should complete all of the following forms:*

- ✓ Grant Application Cover Sheet*
- ✓ Grant Partner Data Form*
- ✓ District Data Summary Form*
- ✓ Budget Form*
- ✓ Drug-Free Workplace Certification Form*

*The COE would need to complete a Grant Application Cover Sheet, identify the COE contact person, complete a Drug-Free Workplace Certification Form, and a COE budget form. In addition, the COE needs to create a summary budget, which includes information from all the individual district budgets and the county budget.*

*The COE has the choice of providing one overall project narrative for all districts that are part of the application or providing an individual project narrative for each district applying. As noted on page 13, the project narrative is limited to 15 typed pages, using 12 point font.*

**Can a county office of education submit an application that includes districts outside of their county? These schools are already part of an existing**

**collaboration.**

*Yes, the County Office of Education can submit an application, which includes schools outside their county, but they should state in the narrative why schools outside their county are part of the application and justify the reason.*

**MISCELLANEOUS:**

**If a required signature is left off, will the application be rejected?**

*If the required signature missing is the Superintendent or designee on the Grant Application Cover Sheet, it would be rejected. In addition, applications missing other required signatures would typically be rejected.*

**What data does a child care agency use for determining the percentage of students eligible for free and reduced-price meals when they provide after-school program services at that site.**

*The child care agency would use the data for the students enrolled in their after-school program at that site.*

**When an agency (non school district) providing pre-kindergarten services is applying for funds in conjunction with a school district, what forms are to be completed for each agency/district?**

*Each agency should complete all of the following forms:*

- ✓ *Grant Application Cover Sheet*
- ✓ *Grant Partner Data Form*
- ✓ *District Data Summary Form*
- ✓ *Budget Form*
- ✓ *Drug-Free Workplace Certification Form*

*In addition, the applicant agency should create a summary budget of the two individual budgets.*

**Can the grant proposal be amended after it is funded?**

*Yes. Any proposed changes must be presented to and reviewed by the Regional Nutrition Education Specialist/Consultant. Any changes must be mutually agreed to by both the grantee and the grantor.*

**Are these funds one-time only or ongoing?**

*These funds are provided through a grant received from The California Endowment. They are one-time only funds. Successful applicants will demonstrate in their proposals how their efforts will be sustained beyond the grant-funding period.*

**Does the coordinator for this grant have to be a district employee?**

*Yes, the coordinator must be paid by the district.*

**My district is currently an active member of the SHAPE California network. Do I have to submit an annual SHAPE California work plan if I receive this grant?**

*No. As stated on page 35 of the RFA, agencies receiving Nutrition Education Grant funds from January 2001 through June 2002 are not required to submit the annual work plan for the 2000/2001 school year.*

**I don't know anything about SHAPE California. How can I find more about it?**

*There are several ways you can learn more about the SHAPE California approach. You can review the SHAPE California Fact Sheet in the Resource Kit; review the information*

about SHAPE California on the web site, [www.cde.ca.gov/cyfsbranch/cnfdddiv/nets](http://www.cde.ca.gov/cyfsbranch/cnfdddiv/nets); contact other SHAPE California districts; and/or contact the Regional Nutrition Education Specialist/Consultant in your area (see page 11 of the RFA). Orientations to the SHAPE California approach are provided to all agencies after they have committed to implementing this approach.

**Our proposal will focus on high school students. Although we will be working with 9<sup>th</sup> and 10<sup>th</sup> grade classroom teachers and their students, we plan to reach all other students through our onsite fitness center and the Nutrition Advisory Council. How do we list these “non classroom specific” sources and the number of students that will be reached?**

*For this grant to provide support for school-wide event(s), the Project Narrative must clearly describe these activities, identify their contribution to the project's expected outcomes, and explain how the process and impact will be evaluated. The Budget Narrative Justification must provide the necessary information to support the level of funds being requested, “per student”, for materials/supplies. Those serving as faculty/staff advisor(s) for the school-wide event(s) must commit to participate in the On-Site Training Workshop and be identified on the District Data Summary Form in the column, “Teacher’s Name”. On this form, the estimated number of students to be reached must also be entered, using the column, “est. # of students involved”. Under no circumstance should the total number of students reached at any given site exceed the enrollment for that site.*

**When will we be able to get a copy of the scope and sequence for nutrition? Education?**

*The final draft of “Nutrition Competencies for California Students-Pre-Kindergarten-Grades 12” is being developed and will be ready in November and be used at the grant orientation meeting. A copy of the first draft is available from your regional nutrition education specialist or by faxing a request which includes your name and address to (916) 323-4311, Attn: Nutrition Education Grant Request.*

**The RFA says that we have to commit to implementing the effective nutrition education strategies that were developed and field tested by the Model Nutrition Education grantees but without the document, it is hard to know what these are.**

*The draft document “Nutrition Education in California Schools: Strategies to Make It Happen” provides many examples of nutrition education strategies. The document was distributed at the information meetings in March and April 2000. A copy is available on request from your regional nutrition education specialist or by faxing a request along with your name and mailing address to (916) 323-4311, Attn: Nutrition Education Grant Request.*

*Additional strategies tested by the Model Nutrition Education grantees will be available at the grant orientation meeting. The grant requires that appropriate model strategies that were developed be implemented rather than the development of new strategies. You are not required to implementing strategies that you believe are not appropriate for your district/school grade.*